## **ARC - Individual and manager process**

## Individual

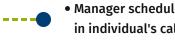


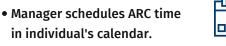
## Manager

## Minimum: 2 weeks before ARC



• Individual completes the online ARC Preparation Form.







• This is automatically sent to the line manager.



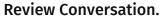
• Manager adds any additional sub-topics to discuss and shares with the individual.



• Manager confirms location/venue of ARC with individual (as per individual preferences where feasible).

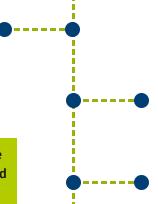


Individual & Manager have the Annual





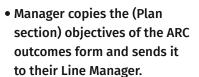
• The individual makes a note of their objectives and other actions from the conversation, and sends the form to the manager.



• Manager adds their points of feedback and shares with the individual.



The manager and individual agree where the document outlining key actions, feedback and objectives will be saved and refreshed if





• Manager submits an online **ARC Completion Form.** 

